

**ATTACHMENT B****Work Plan for Update of Fiscal Sub-Element**

<b>Date</b>	<b>Action/Activity to Occur</b>
Nov. 1, 2005	City Council Meeting - Public Hearing on Work Plan and RTC.
November - December, 2005	Research and writing <ul style="list-style-type: none"> <li>&gt; Data collection on best financial practices</li> <li>&gt; Review of City's current and projected financial condition</li> <li>&gt; Updating of City's financial practices</li> <li>&gt; Update community condition indicators</li> </ul> Includes: <ul style="list-style-type: none"> <li>&gt; Staff input</li> <li>&gt; Review of other local agencies for their trends, issues and practices.</li> <li>&gt; Review of data and resources from professional organizations</li> <li>&gt; Literature and data search</li> </ul>
Nov., 2005	Meet with internal stakeholders to ensure consistency with other City policies and with legal interests.
Nov. - Dec, 2005	Research and write Community Conditions section. <ul style="list-style-type: none"> <li>&gt; Solicit comments / participation from affected staff</li> </ul>
January, 2006	Writing of goals, policies and action statements based on community conditions and stakeholder input.           Includes: <ul style="list-style-type: none"> <li>&gt; Gathering input</li> <li>&gt; Analysis of community conditions to ensure alignment of appropriate goals.</li> </ul>
March, 2006	Write full draft, considering input to date. Includes: <ul style="list-style-type: none"> <li>&gt; Integrating Community Conditions Section with Goals, Policies and Action Statements Section</li> <li>&gt; Writing Executive Summary</li> <li>&gt; Prepare ancillary sections, such as table of contents, acknowledgements, etc.</li> </ul>
April 1, 2006	Submit Draft Sub-Element to City Manager, Department Directors, and PEDR Committee
June 1, 2006	Study Session with City Council
June 1, 2006	Release of Draft to public for comment.
June, 2006	Planning Commission Public Hearing with pertinent Boards and Commissions on Draft.
July, 2006	City Council Public Hearing and Adoption of Sub-Element.
August, 2006	Publish and distribute completed Sub-Element.